Application for Approval of a Course of Instruction

Home Care Agencies

INSTRUCTIONS: Prepare all supporting documents in duplicate for each course for which approval is requested. Retain one copy for your files. The course may not be offered for credit towards the home care licensure requirements until notice of approval has been received from CDPHE. There is no charge for course approvals.

The application and supporting documents are to be mailed to:

Colorado Department of Public Health and Environment
Health Facilities and EMS Division, Home Care Program
4300 Cherry Creek Drive South
Denver, CO   80246-1530.

School Name:		Telephone Number	
Address:			
Address where instruction will be given		Telephone Number	
Course Developer Name:		Telephone Number:	
Address			
Email:			
Course Instructor Name:			
Address:			
Title of course of instruction for which approval is requested:			

Delivery Method: ☐ Face to Face ☐ Mail ☐ Internet ☐ Webcast ☐ Audio Recording ☐ Teleconference ☐ Video ☐ CD-ROM	Provide a short description of the course of instruction to be included on the CDPHE website:

The following information and exhibits must be submitted with the application:

☐ 1. List of training objectives for the course. (List knowledge, understandings, and specific skills a student should acquire or attain upon completion of the course.)

☐ 2. Explanation stating for whom the course is intended.

☐ 3. An outline of the course with sufficient detail to reveal its scope and sequence. The following information should be included for the courses main phases (subjects, units, topics or home study lessons):

    ☐ A. Title of each phase

    ☐ B. Brief written description of the content of each phase including knowledge, skills and understandings a student should acquire or attain upon completion of each phase.

    ☐ C. Clock hours of instruction, laboratory, or practicum required for each phase.

    ☐ D. References utilized for each phase including title, author, page numbers, publisher, and copyright.

    ☐ E. Explanation of how student progress and competencies will be evaluated for each phase.

☐ 4. Developer qualifications for developing the course of instruction.

☐ 5. Instructor qualifications for providing the course of instruction.

☐ 6. Course materials utilized. If web based provide internet address and instructions to access.

Has this course of instruction been approved for continuing education credits? ☐ Yes ☐ No

If yes, by whom? _____
(Please attach approval letter)

Signature of person responsible for the development and/or presentation of the course material:

_____ Date: _____

_____
Printed Name

Internal use only
☐ Approved
☐ Denied

_____   _____
         Date   Reviewer Signature